



## Master of Arts in Education

**Program Description:** Cumberland University now has two 36-hour Master of Arts in Education degree programs. The online Teaching & Learning degree is focused on improving classroom teaching. The Educational Leadership program provides the coursework component for the administrator's license and is partly online. (Praxis tests and teacher's license also required for licensure.) A second master's degree may be obtained in either program by completing 30 credit hours. Tennessee teacher licensure may be obtained through a traditional route (i.e., student teaching) or by qualifying for the State's Alternate Licensure program.\*

- There is an online component to both programs.
- Both programs utilize study teams.
- An electronic portfolio is required of all students via LiveText.
- There is a comprehensive exam in the last semester.
- Financial assistance through student loans may be available.
- Intent to Graduate form must be filed at least one full semester prior to graduation.

**\*To earn initial licensure through this program, the student may enter through Track II (student teaching track) or Track III (alternate licensure). Licensure may require undergraduate courses; the Dean completes a transcript analysis to determine requirements. All licensure-seeking students must obtain a Program of Studies from the Dean of the School of Education.**

### Admission Requirements:

- Submit application.
- Submit \$50 Application Fee.
- Have official transcripts sent from **ALL** colleges and universities attended.
- Submit copy of teaching certificate, if applicable.
- Submit **OFFICIAL** copy of Graduate test scores. These must be sent **directly from the Testing Service:** Graduate Record Examination (GRE-general) 800, Miller Analogies Test (MAT) 363.
- Three confidential recommendation forms must be sent **directly to us from the recommenders**.

**Note: Applicants for any program, including add-on endorsements only, must submit ALL of the documents listed above.**

### **TEACHING & LEARNING (Online)**

MAE 5070 Advanced Classroom Management  
MAE 5010 Innovative Instructional Technologies  
MAE 5050 Advanced Educational Psychology  
MAE 5180 Education: The Professional and the Professional  
MAE 5080 Diverse Populations  
MAE 5250 Building Classroom Literacy  
MAE 5060 Strategies for the 21<sup>st</sup> Century Classroom  
MAE 5030 Curriculum Design  
MAE 5040 Contemporary Issues  
MAE 5090 Educational Research Methods  
MAE 5020 School Law  
MAE 5120 School Public Relations

### **EDUCATIONAL LEADERSHIP**

MAE 5150 Instructional Leadership (classes required)  
MAE 5160 Pol. & Gov. for School Leaders (classes required)  
MAE 5140 School Finance & Facilities (classes required)  
MAE 5190 Counseling & Conflict Resolution (classes required)  
MAE 5170 Educational Leaders. Internship  
MAE 5280 Dir. Research Field Project  
MAE 5080 Diverse Populations  
MAE 5090 Educational Research Methods  
MAE 5010 Innovative Instructional Technologies  
MAE 5030 Curriculum Design  
MAE 5020 School Law  
MAE 5120 School Public Relations

At the discretion of the Dean, course substitutions may be made for students seeking licensure OR a second master's degree.

### IMPORTANT DATES:

Fall Semester Orientation: Saturday, Aug. 16<sup>th</sup> (Priority Application Date: July 11<sup>th</sup>)

Spring Semester Orientation: Saturday, Jan. 10 (Priority Application Date: Dec. 1<sup>st</sup>)

## MAE Frequently Asked Questions

*(Information subject to change at any time.)*

**Any and all exceptions to standard policies must be requested in writing and should be directed to the Dean of the School of Education, Dr. Charles Collier, via the program coordinator:**

**[dwhitaker@cumberland.edu](mailto:dwhitaker@cumberland.edu).**

**Read the online Graduate Catalog at [www.cumberland.edu/graduate/resources](http://www.cumberland.edu/graduate/resources). It contains important information you need to know about the MAE program.**

**Must I have a teacher license to enroll in the MAE program?** A teaching license is not required to enroll in or graduate from the program. However, if you wish to obtain a teaching license, you may do so through Track II (with student teaching) or Track III (alternate licensure) of our program. This may require you to take some undergraduate courses; a transcript analysis is required to determine a program of studies. *While a teaching license is not required to enter or graduate from either of the programs, a teaching license IS required in order to obtain an administrator's license in the State of Tennessee.*

**Do you have programs for teachers on alternate licenses?** Yes, Cumberland has an alternate licensure program to assist holders of Tennessee's Alternate Type I or Type II license, where students obtain a teaching job in lieu of student teaching. See [www.tennessee.gov/education/lic](http://www.tennessee.gov/education/lic) "Alternate Routes to Licensing" for more information.

**What about out-of-state teachers?** It is up to each individual to determine if Cumberland University's master's program will benefit them in their home state, as each state has different requirements. **For licensure, student teaching or alternate licensure teaching assignment must be completed in Tennessee.**

**What if I'm not fully admitted by the date of orientation and can't get my loan?** To apply for a loan, you **must:** 1) complete the FAFSA, **and** 2) e-mail [financialaid@cumberland.edu](mailto:financialaid@cumberland.edu) for our financial aid packet. You may begin the program in an incomplete or provisional admission but may complete NO MORE THAN six (6) semester hours of work without being fully admitted. However, you must take at least 6 hours AND be fully admitted in a degree program for loan processing to occur. **You cannot get a loan until you are FULLY admitted.** Therefore, if you're not fully admitted by orientation day, you must either pay by check, credit card or sign up for the FACTS monthly payment plan until your loan can be processed. At that time you would be reimbursed for any payments and could cancel your FACTS agreement, if applicable. Easy online FACTS enrollment is available through Cumberland University's website. At the Financial services link, select the e-Cashier link on the right side of the page. You may use your social security number for your student ID number. **After enrollment, any changes or cancellations must be made through the Business Office: 1-800-467-0562. YOU must contact the Business Office to cancel the FACTS plan once your loan is processed!!**

NOTE: Books must be paid for upfront; you will be reimbursed each semester when loan money arrives.

**What if I cannot complete the coursework?** Notify your instructor. If you have completed most of the work, you may qualify for an Incomplete. In order to withdraw from a class, you must give WRITTEN notice to the instructor and the program coordinator, who will forward to the Registrar for official withdrawal. In order to receive a refund, you must meet established deadlines.

**How do I update my license?** At the end of the program, you will be given information on how to update your license for the master's degree. To add any other endorsements (initial or add-on), the school's certification officer must submit your application to the State. Contact [khobson@cumberland.edu](mailto:khobson@cumberland.edu).



## Master of Arts in Education TUITION AND FEES

<b>Tuition:</b>	\$390.00 per semester hour*
<b>Application Fee (non-refundable):</b>	50.00 (one time fee)
<b>Graduation Fee:</b>	135.00 (due semester of graduation)
<b>Textbooks and Supplies:</b>	Will vary by course
<b>Transcript Fees:</b>	\$5.00 for each transcript requested

\*This cost reflects a graduate tuition award which reduces tuition to \$390 per semester hour. The tuition award does **NOT** apply to any undergraduate courses, including those taken for teacher licensure.

*All tuition and fees are subject to change at any time and may apply to all students, including those currently enrolled.*

### MAE Tuition Award

All MAE students are eligible for a tuition award that lowers the cost of the graduate courses from \$685.00 per credit hour to \$390 per credit hour. (Students taking undergraduate courses will pay for those at the normal undergraduate rate.)

### Financial Assistance (LOANS)

Students who qualify may obtain a Federal Stafford Loan. The Department of Education will determine if the student qualifies for a subsidized or Unsubsidized Loan. The Department of Education pays for the interest on the subsidized loan, and the student is responsible for the interest on the unsubsidized loan. Students must be enrolled for at least 6 hours per semester to receive a loan.

E-mail [financialaid@cumberland.edu](mailto:financialaid@cumberland.edu) for Cumberland's financial aid packet.

### To obtain a Federal Stafford Loan, the student must:

1. **Students must complete and submit the Free application for Federal Student Aid (FAFSA)** enclosed in the Financial Aid Packet, or students may file online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Completed FAFSAs sent back by students to the Cumberland University Office of Financial Aid will be electronically filed. Students must list Cumberland University (I.D. number 003485) on the FAFSA as one of the schools to receive application information. After the form is filed, the Department of Education will send a Student Aid Report (SAR) to the applicant.
2. Students must be **fully accepted** into the Master of Arts in Education program. **Students may not obtain a loan if under an "incomplete" or "provisional" status.**
3. Students must be enrolled for **at least six hours per semester to obtain a loan.**
4. Students must not be in default on a previous student loan or be in an overpayment situation from financial aid received at previously attended institutions.
5. Students must complete the Master Promissory Note for Federal Stafford Loans AND an Active Loan Request form. These forms are enclosed in the Financial Aid Packet. Students must complete lines 1-16 and return the forms to the Student Financial Services Office for certification.

For assistance, call the Cumberland University Student Financial Services Office at 615-547-1243 or extension 1244 or e-mail us at [financialaid@cumberland.edu](mailto:financialaid@cumberland.edu).



Master of Arts in Education
GRADUATE ADMISSION APPLICATION

- Check one: [ ] MAE; Non-licensure
[ ] MAE; Teacher licensure specify area
[ ] MAE; Education Leadership Endorsement
[ ] Non-Degree Seeking; Teacher Endorsement Only specify area
[ ] Non-Degree Seeking; Education Leadership Endorsement Only

Application for Admission to the: Fall [ ] Spring [ ] Summer [ ] Semester Year \_\_\_\_\_

APPLICANT INFORMATION (Please print neatly and legibly.)

Name: \_\_\_\_\_ SS#: \_\_\_\_\_
(Last) (First) (Middle or Maiden)
Name on transcripts (if different from above): \_\_\_\_\_
Address: \_\_\_\_\_ E-mail: \_\_\_\_\_
City/State/ZIP: \_\_\_\_\_ Home Telephone: \_\_\_\_\_
U.S. Citizen: [ ] Yes [ ] No Visa Type: \_\_\_\_\_ County of Residence \_\_\_\_\_
Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_
(City/County/State/Country)

OPTIONAL DATA (for statistical use only)

Sex: [ ] Male [ ] Female Marital Status: [ ] Single [ ] Married
Ethnic Origin: [ ] African American [ ] Asian American [ ] Caucasian
[ ] Hispanic American [ ] Native American [ ] Other \_\_\_\_\_

EMPLOYER INFORMATION

Employer Name: \_\_\_\_\_ Start Date: \_\_\_\_\_
Current Position: \_\_\_\_\_ Current Supervisor: \_\_\_\_\_
Address: \_\_\_\_\_
City/State/ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

EDUCATIONAL HISTORY (Include ALL institutions attended)

Institution: \_\_\_\_\_ Institution: \_\_\_\_\_
Location: \_\_\_\_\_ Dates: \_\_\_\_\_ Location: \_\_\_\_\_ Dates: \_\_\_\_\_
Major: \_\_\_\_\_ GPA: \_\_\_\_\_ Major: \_\_\_\_\_ GPA: \_\_\_\_\_
Degree: \_\_\_\_\_ Date Received: \_\_\_\_\_ Degree: \_\_\_\_\_ Date Received: \_\_\_\_\_
Institution: \_\_\_\_\_ Institution: \_\_\_\_\_
Location: \_\_\_\_\_ Dates: \_\_\_\_\_ Location: \_\_\_\_\_ Dates: \_\_\_\_\_
Major: \_\_\_\_\_ GPA: \_\_\_\_\_ Major: \_\_\_\_\_ GPA: \_\_\_\_\_
Degree: \_\_\_\_\_ Date Received: \_\_\_\_\_ Degree: \_\_\_\_\_ Date Received: \_\_\_\_\_

Official transcripts from all colleges attended should be mailed directly to: Cumberland University
MAE Graduate Office
One Cumberland Square
Lebanon, TN 37087-3408

**REFERENCES**

Please list the name and address of three persons, including your current supervisor, who know of your professional/academic work and are willing to recommend you for this program. Give each person a recommendation form and instruct them to mail it directly to the MAE Graduate Office. Your application will NOT be considered complete until all references have been received. (Loans cannot be processed until your file is complete.)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**REQUIRED ENTRANCE EXAMINATION**

Submit **ONE** of the following: GRE OR MAT

Name of Test(s) Taken/Will Take: \_\_\_\_\_ Date Taken/Will Take: \_\_\_\_\_

**ADDITIONAL INFORMATION**

Have you ever applied to Cumberland University before?  Yes  No If Yes, when? \_\_\_\_\_

How did you hear about Cumberland's online MAE? \_\_\_\_\_

Check one:

- I have completed a teacher education program and hold a professional teaching license.
- I wish to obtain an initial teacher license while earning a master's degree. Endorsement area desired: \_\_\_\_\_
- I wish to enter the program on an Alternative teaching license. Endorsement area desired: \_\_\_\_\_
- I do not hold a teacher's license and do not wish to obtain licensure.
- I have completed a master's degree and am working toward a second master's.
- Endorsement in addition to Master's: Admin.  PreK  Elementary  Other \_\_\_\_\_

**IMPORTANT NOTE:** The general MAE in Teaching & Learning qualifies graduates for the master's pay supplement in the State of Tennessee; however, it does not confer an endorsement in any area. If you are seeking teacher licensure, contact Cumberland's School of Education certification officer for requirements and for assistance in submitting the application at the end of the program.

Upon master's degree conferral, graduates are responsible for submitting required documentation to the Tennessee Office of Teacher Licensing to add the Master's degree.

**STATEMENT OF ACCURACY**

I understand withholding information requested in this application or giving false information may make me ineligible for admission to, or continuation in, Cumberland University's Master of Arts in Education program. I certify that the above statements are correct and complete.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**APPLICATION CHECKLIST**

- All questions answered and application signed.  Recommendation forms given to recommenders.
- Transcript requests sent to all colleges attended.  Request for OFFICIAL test scores submitted to testing service.

**Please submit the following documents *with* your application:**

- Application
- Application Fee (\$50)
- Copy of Tennessee teaching license, if applicable

Mail to: Cumberland University  
MAE Graduate Office  
One Cumberland Square  
Lebanon, Tennessee 37087-3408

Telephone: 615-547-1217  
Toll-free: 1-800-467-0562 Ext. 1217

*Cumberland University makes no distinction in its admission policies or procedures on grounds of age, sex, religion, race, color, national origin, or physical handicaps.*



## Master of Arts in Education

### RECOMMENDATION FORM

**To Be Completed by Applicant:**

Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

**NOTE TO APPLICANT: This form must be used for recommendations.** Please enter your name above and deliver one copy of this form to three individuals who will provide you with a recommendation. Under the Family Educational Rights and Privacy Act of 1974, students enrolled at Cumberland University have access to their educational records, including letters of evaluation. However, students may waive their right to see letters of evaluation, in which case the letters will be held in confidence. If the applicant has not signed a waiver, he or she may request to see the recommendation forms after enrolling in the Graduate Studies Program at Cumberland University.

If you wish to waive your right to examine the recommendation submitted by the person to whom this form is being given, please sign here:

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Signature of Applicant

Date

**TO BE COMPLETED BY THE RECOMMENDER:** The person named above is applying for admission to Cumberland University's Master of Arts in Education degree program. We would appreciate your assessment of the applicant and welcome your comments. Please read the *Note to Applicant* above regarding confidentiality. We appreciate your time and effort.

How long have you known the applicant and in what capacity? \_\_\_\_\_

What do you consider to be the applicant's greatest attributes and abilities? \_\_\_\_\_

In what areas do you think the applicant needs the most improvement? \_\_\_\_\_

How well do you think the applicant has considered plans for graduate study? \_\_\_\_\_

How well do you think the applicant will perform in an environment that stresses a high degree of teamwork, independent thought and action, and personal motivation? \_\_\_\_\_

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(continued on back)

In terms of the qualities listed below, please evaluate the applicant:

	EXCEPTIONAL (Top 5%)	OUTSTANDING (Top 15%)	ABOVE AVERAGE (Top 33%)	AVERAGE	BELOW AVERAGE (Bottom 33%)	NOT ABLE TO RATE
Intellectual Ability						
Analytical Ability						
Ability to work with others						
Written Communications						
Oral Communications						
Leadership Potential						
Motivation and Organization						
Ethical Behavior						

**RECOMMENDATION:**

Highly recommend     Recommend without reservation     Recommend with reservation     Do not recommend

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

\_\_\_\_\_  
Signature of Recommender

\_\_\_\_\_  
Date

We welcome any additional comments you may wish to make regarding the applicant's abilities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please forward this form to: Cumberland University  
MAE Graduate Admissions Office  
One Cumberland Square  
Lebanon, Tennessee 37087-3408

Telephone: 615-547-1217 (local)  
1-800-467-0562 Ext. 1217(toll-free)  
FAX: (615) 444-2569

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## MASTER OF ARTS IN EDUCATION

### REQUEST FOR TRANSCRIPT

**TO THE STUDENT:** Please complete the information below. Make as many copies as you need, and send one to the Registrar at each college or university that you attended for bachelor's degree and graduate coursework.

NAME \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

E-MAIL \_\_\_\_\_

BIRTHDATE \_\_\_\_\_ SS# \_\_\_\_\_

I authorize \_\_\_\_\_ to release my transcript  
(Name of College)  
and any information contained in my academic and/or personnel records to Cumberland University.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

#### **TO THE REGISTRAR:**

The student named above has applied for admission to our graduate program. This form is part of the official application. Please return this form and an official copy of the student's transcript to:

Cumberland University  
MAE Graduate Office  
One Cumberland Square  
Lebanon, TN 37087-3408